

Requirements Document

GS-35F-4674H/ GS-00P-13-CY-A-0027/GS-P-00-17-CY-0033
PBS Data Integration & Repository Management (PDIRM)
FY17 Acquisition Domain/AMI Dashboard Enhancements

Period of Performance

POP: Date of Award through March 29, 2018. It is expected that discreet 4 week sprints will be conducted in accordance with the Agile framework to accomplish work during this time.

Delivery Date

TBD

Background

This procurement is for FY17 Acquisition Domain/Acquisition Management Information (AMI) dashboard enhancements that have been vetted and approved through PBS governance. The AMI dashboard work, accomplished via Agile methodology has been met with outstanding success. This effort is to update the Acquisition Domain/AMI dashboard with changes made to EASi since the FY16 enhancement work and to accomplish identified enhancements required by the Acquisition community.

Requirements:

This requirement is to plan for and conduct agile sprints with all stakeholders and to **develop into production** the below listed enhancements to the AMI dashboard and Acquisition Domain. The agile sprints will define specific details of the expected outcome for each requirement, clarify contractor assumptions, and answer contractor questions such that development work will fully satisfy the Acquisition Management team's requirements.

Deliverables:

1. Report or reporting capability description including purpose, target audience, frequency of use, dependencies upon event cycles, eg, monthly billing, VAT loads
2. Mockup of output
3. Mockup of user interface that shows prompts and any other controls used to run a report
4. Specific data sources to be used – system name, tables and columns organized by their associated target Subject Areas
5. Business rules needed to effectively transform, join, and integrate data needed
6. Assumptions about enterprise source systems upon which report logic is based
7. Selection criteria and filters coded into the report (not affected by prompts)
8. User prompts and default values
9. Prioritization of the report in relation to other requirements as determined by stakeholders

Enhancements to the AMI dashboard and Acquisition Domain

Goal: Define specific requirements for two FY17 approved governance items below in sufficient detail that enable Vencore to propose a level of effort and cost to complete the work.

Method: follow Agile approach followed in current round of enhancement sprints (September 2016 - June 2017). Breakdown each Governance item into list of requirements (user stories) that include following details as applicable:

- Purpose
- Deliverables, eg, dashboard, report, subject area, documentation
- Current examples that serve as prototype/model, eg, spreadsheet, BI report
- Data sources
- Data elements
- Calculations
- Selection criteria
- Optional filters
- Format/layout
- Assumptions

Additional info:

Attachment 1: [Performance Measure Tracker pbs.ait@gsa.gov](mailto:pbs.ait@gsa.gov)

FY17-BI Acquisition-DME-1

High level need justification submitted to Governance:

BI Acquisition - Implementation of Module reporting and Dashboard Improvements from EASi Module implementations in FY16.

- Acquisition Dashboard improvements are from the EASi Developments and with the new RR module mappings and other EASi enhancements from our FY17 improvements.
- Changes made to the EASi Data Dictionary from FY15 and FY16 will require new modeling of reports and dashboards within BI.
- Designed to cover changes in FY17 and beyond

User story 1: add receiving report data elements to the acquisition domain

- Add receiving report data elements to the combined subject area/data model; this includes new data elements from both EASi & Pegasys to enable ad hoc reporting
 - Receiving report data element source tables and columns are not available yet, must do discovery during task (similar to ATOM feed under current task)
 - Requires update to existing pegasys tables or create new table(s) for data sourced from Pegasys
- Add new receiving report tab to AMI dashboard to include reports:
 - Workflow Status Tracking, to identify the current step in reconciliation process
 - Missing Invoices, to identify invoices where expenses are accrued but invoice missing
- Add a new dashboard (separate from AMI) dedicated to a specific receiving report similar to the Award dashboard and PR dashboard that displays details of a single receiving report

User story 2: implement protection of reports and dashboards

- **Purpose:** prevent users with bi_acquisition_report_managers role from editing or deleting standard reports, prompts, dashboards, agents or other products delivered by vendor
- Establish a method to allow users to view copies of standard reports, prompts, dashboards, agents or other products delivered by vendor that a user can copy & edit for their own purpose

User story 3: allocate checkpoints to identify new data elements that become available in EASi releases during period of performance for the task

- **Purpose:** EASi is a fairly new system that continues to evolve adding new modules and related data elements at a rapid rate
- Establish two data modeling sessions during the period of performance of the task to identify new fields to add to subject areas of the data model, dashboards and reports
- **Assumptions:** per current O&M task, EASi BI staging will be updated with new additions, changes and deletions to tables and columns; OBIEE changes require a task

User story 4: include System for Award Management (SAM) vendor data elements from “entity records” to link to award data

- Add SAM data elements to the data model as a separate subject area, not part of the combined subject area/data model
- Add new dashboard with tabs to:
 - Report on representations and certifications (“reps & certs”)
 - Link SAM data to existing awards in EASi
 - Breakdown vendor data by congressional district for market research

~~User story 5: include FAITAS data source for certification reports~~

- ~~Add FAITAS data elements to the combined subject area data model for ad hoc reporting~~
 - ~~FAITAS data elements listed in ATTACHMENT 2: FAITAS Requirement~~
 - ~~Add tab to AMI dashboard to identify CORs, PPMs, FAC-Cs in order to confirm individuals are certified & current~~
 - ~~Attachment 1: Performance Measure Tracker pbs.ait@gsa.gov—Note, this deck will be shuffled to clarify reports that come under FAITAS user stories and reports that belong to other stories.~~

~~User story 6: identify potential for fraud, waste and abuse risks~~

- ~~Create a separate dashboard to identify potential risk for fraud, waste and abuse~~
- ~~Reports in dashboard can be based on data elements in current combined subject area~~
- ~~Reports:~~
 - ~~Vendor Profile~~
 - ~~Repeated Awards to Same Vendor~~
 - ~~Contracts Not Closed Out Within 60 Days~~

User story 7: provide documentation

- **Purpose:** provide documentation that follow formats established during current round of enhancement sprints and update standard documents.
- **Deliverables:**
 - provide functional requirements documents for sprints
 - update BI staging data dictionary
 - update BI reporting dictionary
 - update acquisition lineage document

User story 8: add performance measures for FY17 to current tab of AMI

- Refer to Attachment 1: [Performance Measure Tracker pbs.ait@gsa.gov](mailto:pbs.ait@gsa.gov)
- Reports (names below refer to sample reports in tabs of Google sheet):
 - ~~Receiving Report Tracking Invoice Tracking~~
 - In Draft Over 30 - includes in draft PRs (amendments & modifications for PRs), Solicitations (amendments), Award and Modifications documents
 - Closeouts - Contract Closeout Request >180 Days Expired
 - Expired and Soon to Expire Tracking (variation of closeouts)
 - Awd Issue Date vs Sign Award Button Pushed Date
 - ~~Small Business Snapshot~~

User story 9: inactive users with active docs

- Expand upon initial User-to-Document report on Team tab added during current series of sprints
- As this is a totally new feature it is expected that additional report views and/or filters will be needed

User story 10: create an index of reports and dashboards available to the user

- **Purpose:** We have many users who are utilizing the reports and dashboards. Establish a coherent way to display reports - making them easy to locate and confirmed as a standard report.
 - Reports need to be protected by potential corruption from an unexpected event.
 - Identify standard reports and find a way to display the reports that is in collaboration with other BI reporting sites here in PBS
 - New page views in BI that list report names, definition, and small narrative on selection logic for some of the more complex reports
- Need to identify which of the current domains is doing a good job in organizing their reports, then we will follow suit so we have consistency in our display of reports and dashboards across the PBS

User story 11: Enhanced Program performance dashboard

- Update dashboard to include all actions counts - as reflected in FPDS reports.
- Under workforce tab create alternate views of the data or drill down to new AAC codes

B. Deliverables and Payment Schedule

Deliverables are in accordance with original Contract.

Monthly payments will be made.